

Department of Plant, Soil, and Insect Sciences
Key Return Receipt

You are responsible for returning keys **to the location where you originally picked them up**
(either at a Department Office or at the Physical Plant)

Fill out this form, return the keys to the appropriate location and have the form signed at that location.
Then have your advisor/supervisor sign the form. Finally, return the completed form to the Main Office
in Fernald Hall

Name: _____

The above-named individual has returned the following key(s) to us:

<u>Key No.</u>	<u>Building and Room No.</u>	<u>Key No.</u>	<u>Building and Room No.</u>
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Physical Plant Lock Shop (Please sign here):

Name: _____ Date: _____

OR

Departmental Staff Member receiving returned keys (Please sign here):

Name: _____ Date: _____

Supervisor/Advisor (Please sign here):

Name: _____ Date: _____

Return completed form to 101 Fernald Hall – You may wish to keep a copy for your own records.